

**PLANNING SERVICES AGREEMENT
Near Southside Neighborhood Plan Update**

**City of Columbus Planning Division
and the
Livingston Avenue and Columbus South Side Area Commissions**

May 13, 2009

A Purpose

The purpose of this agreement is to outline the duties and responsibilities of the associated parties that together will produce an adoptable area/neighborhood plan.

B. Planning Area Boundaries

The planning area boundaries are defined by the following and generally illustrated on the attached map*:

North: Mooberry Street
East: Alum Creek
South: Frebis Avenue
West: Parsons Avenue

*The plan update will also include the properties located within the boundary of the Livingston Avenue Area Commission to the west of Parsons Avenue between Livingston Avenue and I-70.

C. General Scope of the Project

The general scope of the project is as follows:

- A plan that addresses the urban design, land use, transportation and other planning issues facing the community with a principal focus on development-related issues and policies.
- A consensus-based planning process utilizing a Working Committee, public meetings, and city staff review to arrive at consensus and a final plan document.
- Review and adoption by the Columbus Development Commission and City Council.
- A planning horizon of 10 years.
- Area plans do not address public safety, code enforcement, or other community development related goals.

D. Timeframe

The plan will be completed and ready for adoption in no more than 12 months from the date of execution of the Planning Services Agreement. Any extension to this timeframe must be approved by the Planning Administrator. If it would appear that extending the timeframe will not result in a reasonable conclusion to the planning process, the Administrator has full authority to stop the planning process and to resume the process at a more appropriate time.

E. Participants and their Roles and Responsibilities

The key participants of the planning process are as follows:

1. **Area Commissions:** The Livingston Avenue Area Commission and Columbus South Side Area Commission ("Area Commissions") shall perform the following responsibilities:
 - a. Review and approve this Planning Services Agreement.
 - b. Identify stakeholders and appoint one or more members to the Working Committee.
 - c. Representatives on the Working Committee will communicate between the committee and the Area Commissions regarding all matters related to this project.
 - d. Host all public meetings and open houses.

- e. Assist the Planning Division with Development Commission and City Council presentations.
2. **Working Committee:** The Area Commissions shall appoint a Working Committee reflecting all major stakeholder groups in the community. The committee will have the following responsibilities:
- a. Represent the broad public interest during the planning process.
 - b. Assist the Planning Division with fieldwork to assess and document features/conditions of the planning area, if necessary and appropriate.
 - c. Attend all committee meetings and attend most public meetings.
 - d. Review all materials prepared during the planning process and share constructive comments, thoughts, and suggestions.
 - e. Conduct community outreach and personally solicit members of the public to attend all public meetings and events.
 - f. Approve the final draft plan.
 - g. Assist the Planning Division with Development Commission and City Council presentations.
3. **Columbus Planning Division:** The Division will staff this planning process, working with the Working Committee and the Area Commissions.
- a. Prepare the Planning Services Agreement and a meeting schedule.
 - b. Finalize stakeholder list and conduct interviews.
 - c. Hold an orientation session for the Working Committee and conduct regularly scheduled meetings based upon the work program (these meetings will not occur on a regular monthly basis, but will be timed to coincide with key phases of the work program).
 - d. Provide the Area Commissions with periodic progress reports during the process.
 - e. Conduct all background research, data gathering, and analysis to support the process, unless assisted by the Working Committee.
 - f. Prepare draft and final plan documents; post all major documents on the city website.
 - g. Circulate the draft plan to city departments/divisions for comment and suggestions, Working Committee, Area Commissions and stakeholders, as appropriate.
 - h. Conduct a public open house to present the draft plan to the community-at-large and collect comments.
 - i. Review public comments with the Working Committee and finalize changes.
 - j. Gain Working Committee and the Area Commissions' approval of the plan.
 - k. Submit plan to Development Commission for approval.
 - l. Submit the plan to City Council for adoption.
4. **Project Manager:** Mark Dravillas, Neighborhood Planning Manager, will serve as the Project Manager.

F. Work Program

The following defines the work program of the planning process. The work program consists of six phases. These phases and tasks are to be completed within the timeframe established under Section D.

Phase 1: Data/Analysis and Preliminary Community Outreach: This phase includes mapping and analysis of existing conditions, meeting with city department and divisions, conducting key stakeholder interviews, forming the Working Committee, setting up a meeting schedule and other tasks.

Phase 2: Identification of Key Planning Issues: The Planning Division will use several techniques to gather public input to identify issues and goals for the planning area. As a general rule, it is expected that one Working Committee meeting and one Public Workshop will be held during this phase. Tasks for both of these events include a review of existing conditions, conducting an issues identification exercise, identification of development opportunities, and identification of transportation priorities.

Phase 3: Visioning: Visioning is the process by which policy direction is molded through input and consensus-building with the Working Committee and public. Based on its own analysis, input from other city departments and divisions, and Working Committee and public input from Phases 1 and 2, the Planning Division will develop and illustrate draft

concepts for urban design, land use, transportation and other plan components. One Working Committee meeting and Public Workshop will be held during this phase in order to share the draft concepts and gain Working Committee and public input.

Phase 4: Plan Development Phase: The draft plan is written by the Planning Project Manager incorporating all input and consensus gathered in prior phases. One Working Committee meeting and Public Workshop will be held to present a draft of the plan for review and comment. Additional comments will also be gathered in writing. The draft plan is posted on the city website.

Phase 5: Plan Finalization and Approval Phase: The draft plan is finalized and presented to the Working Committee, public, and Area Commission/civic association in separate meetings for their approval and recommendation to the Development Commission.

Phase 6: Plan Adoption and Delivery: The Planning Division finalizes the draft document into a graphically-designed format and it is brought to the Development Commission for their recommendation and City Council for adoption.

G. Plan Elements

The area plan will include the following elements:

Introduction. The Introduction provides an overview of the planning process, a summary of issues identified by the community, and a summary of the plan's key recommendations.

Existing Conditions. The Existing Conditions Chapter will summarize all existing conditions analysis and findings.

Plan. The Plan chapter includes land use, urban design, and transportation related recommendations. All plan recommendations will reference and build upon the Planning Division's *Policy Benchmarks and Best Practices Manual* and detail how these policies, standards, and strategies apply to the given planning area.

Implementation. The Implementation Chapter provides a development review checklist and a chart of action oriented recommendations from the Plan.

H. Deliverables

The Planning Division will deliver:

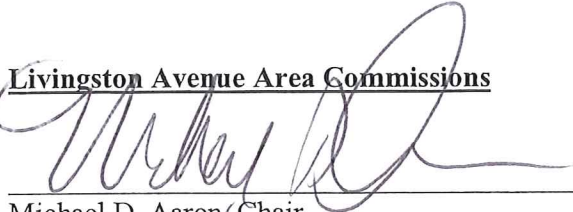
- A draft and final Neighborhood Plan consisting of text, graphics, and maps; and
- Executive Summary in brochure form.

All documents will be prepared in electronic form. No more than 25 copies of the final plan (and a single original copy and a single digital copy) will be prepared and delivered to the Area Commission by the Planning Division. All documents will be posted on the city website.

I. Accountability & Resource Management

The Planning Division will monitor the Planning Services Agreement. If it appears that the process is moving in a direction that is non-productive or in which a plan will not reach fruition, the Division will discuss the issue with the Area Commissions and it will be determined whether the process will continue. As partners in this agreement, the Area Commissions may likewise bring issues to the attention of the Planning Division for discussion and resolution. The Planning Division will ensure documents (text, maps, and graphics) are consistent with Division standards.

Livingston Avenue Area Commissions



Michael D. Aaron, Chair

10/21/09

Date

Columbus South Side Area Commission

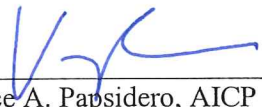


Debera Diggs, Chair

October 13, 2009

Date

Columbus Planning Division



Vince A. Papsidero, AICP
Planning Administrator

10.27.09

Date

Near Southside Planning Area

Legend

 Planning Area Boundary



City of Columbus
Department of Development
Planning Division



0 0.125 0.25 0.5 Miles

